

WATER PLANT SUPERVISOR

PURPOSE:

Coordinate the flow of potable water throughout the City's distribution system in a safe efficient manner and direct assigned employees in the completion of their responsibilities.

FUNCTIONAL AREAS:

1. Coordinate the flow of potable water throughout the City's distribution system in a safe, efficient manner.
 - * A. Ensure all Gas & Water Supply Division water facilities are visited weekly to ensure proper working conditions.
 - * B. Ensure there is a sufficient inventory of chemicals to provide an adequate supply of potable water to the water systems served by the City of Duluth.
 - * C. Ensure all phases of the water treatment process are in accordance with applicable standards.
 - * D. Maintain equipment and processes used in treating and delivering water to produce potable water in accordance with all applicable standards.
 - * E. Maintain a sufficient volume and pressure of finished, potable water delivered to the water systems served by the City of Duluth.
 - * F. Coordinate the operation and maintenance of the HVAC systems at the water treatment plant, pumping stations, and water storage facilities.
 - * G. Coordinate maintenance, troubleshooting, and repair of Supervisory Control & Data Acquisition (SCADA) system.
 - * H. Develop and maintain an O&M Program for the Gas & Water Supply water facilities.
 - * I. Troubleshoot and correct abnormal operating conditions.
 - * J. Assist in the development of the Gas & Water Supply Division annual work plan, annual budget, and long-range strategic plan.
 - * K. Collaborate with other individuals, within and outside the City, in order to conduct regular and emergency operations efficiently.
 - * L. Correspond with others, verbally and in writing, within and outside the City, in a respectful, appropriate manner.
2. Direct assigned employees in the completion of their responsibilities.
 - * A. Establish priorities, assign work to personnel, and monitor completion of work.
 - * B. Participate in the hiring, transfer, suspension, or discharge of Gas and Water Supply Division personnel.
 - * C. Train personnel in correct and safe operating procedures.
 - * D. Effectively recommend adjustments or other actions in employee grievances.
 - * E. Develop and maintain a work schedule for employees to ensure adequate coverage at the Water Treatment Plant.
 - * F. Delegate authority and responsibilities to others as needed.
 - * G. Disseminate instructions to employees through bulletins and other communications.

JOB REQUIREMENTS:

Experience Requirements

- † A. Five years experience operating a Minnesota Class "A", or equivalent, water treatment plant.

License Requirements

- † A. Must possess and maintain a Minnesota Class "A" water operator's license.

Knowledge Requirements

- † A. Extensive knowledge of the methods, tools, equipment, chemicals, and materials used in the potable water treatment industry.
- † B. Knowledge of high voltage (2400 V) electricity.
- † C. Knowledge of mechanical systems and plumbing.
- † D. Knowledge of chemistry.
- † E. Basic knowledge of mathematics.
- † F. Basic knowledge of electronics.
- † G. Knowledge of safe work practices associated with chemicals, high voltage electricity, large, moving equipment, gasses and liquids under pressure, and other occupational hazards.
- † H. Basic knowledge of low pressure boiler operation, maintenance, and repair.
- † I. Basic knowledge of building HVAC equipment operation, maintenance, and repair.
- † J. Knowledge of effective supervisory practices.
- † K. Knowledge of SCADA systems.

Skills Requirements

- † A. Extensive skill in troubleshooting, maintaining, and repairing mechanical, plumbing, electrical, and electronic systems.
- † B. Skill in accurately measuring and recording data using various means, including electronic devices and computers.
- † C. Skill in accomplishing work by directing others.
- † D. Skill in interpersonal relations.
- † E. Skill in evaluating and analyzing operations and procedures related to divisional activities.
- F. Computer skills, specifically spreadsheet, and word processing applications.

Ability Requirements

- † A. Ability to transport oneself to various locations within and outside the City of Duluth.
- † B. Ability to lift and carry up to 50 pounds occasionally and 25 pounds frequently.
- † C. Ability to stoop, bend, reach, handle, finger, and feel while maintaining equipment.
- † D. Ability to talk, hear, taste, and feel while communicating and diagnosing equipment malfunction.
- † E. Ability to see at near, mid, and far ranges and to perceive depth and distinguish colors.
- † F. Ability to operate an overhead crane.
- † G. Ability to read and interpret information from charts, maps, diagrams, gauges, meters, and computers.
- † H. Ability to obtain a Class D Minnesota Driver's License or privilege.
- † I. Ability to attend work on a regular basis.
- † J. Ability to use good judgement during emergency situations, such as unplanned events, power outages, and sudden mechanical failures.

* Essential functions of the classification.

† Minimum requirements necessary on the first day of employment.

Analyst: KG	Class #: 1366	Union: Supervisory	Pay: 1075
CSB: 20070814	CC: 20070910	Res #: 07-0593R	WC Code: 7520
EEO Funct: Technician		EEO Cat: Utilities/Transportation	